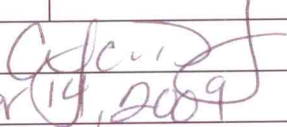


<p align="center">POLICY OF</p> <p align="center">STATE OF DELAWARE</p> <p align="center">DEPARTMENT OF CORRECTION</p>	<p align="center">POLICY NUMBER</p> <p align="center">8.6</p>	<p align="center">PAGE NUMBER</p> <p align="center">1 of 2</p>
	<p>RELATED ACA STANDARDS:</p> <p>2-CO-1A-05, 2-CO-1A-16, 2-CO-1A-17</p>	
<p>CHAPTER: 8 Administration</p>	<p>SUBJECT: Department Policy and Procedures Manuals</p>	
<p>APPROVED BY THE COMMISSIONER: </p>		
<p>EFFECTIVE DATE: <i>October 14, 2009</i></p>		
<p>APPROVED FOR PUBLIC RELEASE</p>		

I. AUTHORITY: 11. Del. C. 6517, 29 Del. C. 8903

II. PURPOSE: To authorize the establishment of a series of policy and procedure manuals.

III. APPLICABILITY: All Department employees, volunteers, visitors, persons or organizations conducting business with the Department; all offenders under the supervision of the Department.

IV. DEFINITIONS:

Facility/Office Administrator - Warden, district office supervisor, comptroller, or other manager as designated by a bureau chief/section manager.

V. POLICY: It is the policy of the Department of Correction to establish a series of inter-related policy and procedure manuals to govern the administration and operation of the Department. The first in this series shall be the Department Policy Manual which specifies the Department's policies, programs and services offered. The policy manual will authorize the establishment of the bureau/section procedures. It will be the responsibility of the Commissioner to disseminate the Department Policy Manual to all bureau chiefs/section managers. In addition, this manual shall be made available for review by all employees and the public.

As authorized, each bureau chief/section manager will develop a manual of procedures for their respective bureaus/sections. These procedure manuals should provide for the uniform administration of each bureau/section and authorize the establishment of standard operating procedures for each facility/office.

POLICY OF STATE OF DELAWARE DEPARTMENT OF CORRECTION	POLICY NUMBER 8.6	PAGE NUMBER 2 of 2
	RELATED ACA STANDARDS: 2-CO-1A-05, 2-CO-1A-16, 2-CO-1A-17	
CHAPTER: 8 Administration	SUBJECT: Department Policy and Procedures Manuals	

Each facility/office administrator, as designated by their bureau chief/section manager, will be responsible for developing and maintaining a current operating manual consistent with their respective bureau/section procedures. Each facility/office operating manual should provide detailed outlines and instructions for day-to-day operations.

All manuals established under this policy must be approved by the Commissioner, in accordance with Delaware Code, consistent with ACA standards and subject to an annual review.